



**NOTICE TO CONSULTANT ENGINEERS
REGARDING A REQUEST FOR LETTERS OF INTEREST
(Construction Division)**

**State Routes 1 (U.S. Routes 70/70S/431 Broadway) – Bridge over CSX RR & 11th Ave (LM 17.29)
Davidson County
November 6, 2020**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional engineering consulting firm for environmental and design-related services as described below:

Firms may request consideration by submitting a letter of interest to **Ms. Lia Obaid, P.E., Assistant Director, Construction Division, TDOT**. All letters of interest must be delivered by email with electronically signed documents to **Lia.obaid@tn.gov** on or before **4:00 p.m. (Central Time) Friday, December 4, 2020**. The letter of interest shall indicate the scope of services anticipated to be completed by any sub-consultant. The sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required.

Prequalification forms and procedures, list of prequalified firms and DBE's, TDOT's standard procurement policy, and additional information can be found at <http://www.tn.gov/tdot/topic/business-consultants>. Interested firms may obtain this information by calling Ms. Chris Smotherman at (615)741-4460 or by email at Christine.Smotherman@tn.gov. Firms interested in prequalifying with the Department of Transportation shall submit appropriate prequalification forms to They must be listed as prequalified by 4:00 PM, Central Time on the due date for the letter of interest package.

The method of payment shall be cost plus fixed fee. The fixed fee shall be determined in accordance with the formula described in TDOT's Policy 301-01, Standard Procurement, Management, and Administration of Engineering and Design Related Services.

Project Description

The purpose of the Project is the replacement of the Broadway Viaduct in downtown Nashville crossing several CSXT railroad tracks and 11th Avenue South. The existing structure is approximately 700 feet long and approximately 98 feet wide and is comprised of structural steel beams and support columns. The replacement structure will remain on the same alignment and general width with a typical section including 7 travel lanes and sidewalks on both side of the structure. The new bridge is proposed to be constructed using accelerated bridge construction techniques. The current plan is for the bridge to use precast bridge elements for the superstructure and hybrid cast-in-place and precast elements for the substructures. The Department intends to consider the use of the Construction Manager/General Contractor (CM/GC) method of delivery to complete the Project.

Project Schedule

Schedule of Activities	Date
Anticipated release of RFP for CM if CM/GC method selected	<i>July 16, 2021</i>
Anticipated final design	<i>February 11, 2022</i>
Anticipated issuance of Initial Notice to Proceed for Construction	<i>April 29, 2022</i>
Anticipated Project completion	December 31, 2023

Scope of Work

The scope of work may include some or all of the following:

- a) The performance of field surveys, roadway design, geotechnical engineering, utility and railroad coordination, environmental services, traffic operation, CPM schedule, construction estimate, and other engineering services for roadway design and construction of the Project. The project under this contract shall be completed and submitted to the Department in accordance with the TDOT Survey Manual, TDOT Roadway Design Guidelines, environmental regulations, and the Roadway Design Division's computer aided drafting standards.
- b) The performance of special drainage studies as necessary to address various drainage/hydraulic issues. Short-listed firms will be expected to demonstrate a proficiency in hydraulic and drainage regulations and experience.
- c) Detail structural services will include, but not limited to, structural analysis and design, site investigations, surveying, bridge, Accelerated Bridge Construction (ABC) techniques, tunnel and ancillary structures inspection, automated systems, technical services, and preparing detailed contract plans for replacement projects.
- d) The performance of environmental services in various environmental disciplines, including air quality and noise, archaeology, compliance and field services, ecology, hazardous materials, mitigation, historic preservation, NEPA, and permits.
- e) The performance of various design elements, including traffic operation studies and design, and constructability throughout the CM/GC process until the completion construction date of the Project based on the Contractor involvement and input in the design development.

For additional details regarding the scope of work, please contact Ms. Lia Obaid at (615) 426-5711 or by e-mail at Lia.obaid@tn.gov.

Selection Process

Letter of Interest and Proposal Package Schedule

Schedule of Activities	Date	Time (C.T.)
Request for letters of interest posted	November 6, 2020	4:00 PM
Letter of interest submission	December 4, 2020	4:00 PM
Notify short-listed firms	December 18, 2020	4:00 PM
Proposal submittal	January 8, 2021	4:00 PM
Interview Phase II	January 14, 2021	9:00 AM- 4:00 PM
Post final selection	February 5, 2021	4:00 PM

Phase I - Letter of Interest

The Department will evaluate the current Prequalification Statements on file for those firms submitting letters of interest and choose several firms who would make viable candidates from which to invite proposals and presentations.

The letter of interest must not exceed five (5) single-sided pages but not including the section dividers and appendices). Except for charts, exhibits, and other illustrative and graphical information, all information must be printed on 8.5" by 11" paper. Charts, exhibits, and other illustrative and graphical information may be on 1" by 17" paper but must be folded to 8.5" by 11". All printing, except for the front cover of the letter of interest and resumes, must be single spaced, Times New Roman, 12-point font. All dimensional information must be shown in English units. All letter of interest packages must be delivered by email with electronically signed documents to lia.obaid@tn.gov.

TDOT will send all Project related communications to the contact person for the lead consultant firm during the procurement process.

The letter of interest must include:

- a) An introductory letter shall be addressed to Ms. Lia Obaid, P.E., Assistant Director of Construction. The introductory letter shall be limited to one (1) page. This introductory letter shall be signed by the contact person for the lead consultant firm and should include the following:
 - 1) The contact person's address, telephone and fax numbers, and e-mail address; and
 - 2) An expression of the firm's interest in being selected for the Project.
- b) The letter of interest shall indicate the scope of services anticipated to be completed by any sub-consultant and identify all of the sub-consultant firms the lead consultant firm will utilize for

these services. The sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required.

- c) A general description of the experience on projects of similar scope and complexity that the lead consultant firm has managed or designed. Up to four (4) projects may be submitted; however, the firm may provide a single project description. Highlight experience relevant to the Project that the consultant has gained in the last five (5) years.
- d) In Appendix A, include a copy of each firm's prequalification listing showing that the firm is prequalified to perform the specific service required.

Evaluation Criteria - Phase I

The factors that will be considered in the evaluation of the letters of interest are:

- a) Ability and relevant expertise of the firm's personnel to be used in performing the service.
- b) Past experience in the required disciplines with TDOT and/or other clients.
- c) Qualification and availability of staff.
- d) Demonstrated ability to meet schedules without compromising sound engineering practices.
- e) Evaluations on prior TDOT projects, if available.
- f) Size of project and limited or unlimited prequalification status. (**NOTE:** Prime consultant must have "unlimited" prequalification status for these services.)
- g) Amount of work under contract with TDOT, if applicable.
- h) Whether the firm can perform the work efficiently without compromising sound professional practices.

Phase II – Proposal and Interview

Proposal

General Requirements

The Proposal package must not exceed 20 single-sided pages (including the "Title Page" and "Table of Contents" but not including the section dividers and appendices). Except for charts, exhibits, and other illustrative and graphical information, all information must be printed on 8.5" by 11" paper. Charts, exhibits, and other illustrative and graphical information may be on 11" by 17" paper but must be folded to 8.5" by 11", which will be counted as one (1) sheet and must be limited to five (5) sheets. If a Proposal package contains more than 20 pages, only material on the first pages allowed under the limit will be considered. All printing, except for the front cover of the Proposal package and resumes, must be single spaced, Times New Roman, 12-point font. All dimensional information must be shown in English units.

All proposals must be delivered by email with electronically signed documents to lia.obaid@tn.gov.

The Proposal must include a "Title Page" and "Table of Contents". The following sections describe specific information that must be included in the Proposal package:

Section I: Introduction

An introductory letter shall be addressed to Ms. Lia Obaid, P.E., Assistant Director of Construction. The introductory letter shall be limited to two (2) pages. This introductory letter shall be signed by

the contact person for the lead consultant firm and should include his or her address, telephone and fax numbers, and e-mail address along with the following:

- a) An expression of the firm's interest in being selected for the Project;
- b) Identification of all the sub-consultant firms the lead consultant firm will utilize; and
- c) A confirmation statement of the commitment to use the sub-consultant(s) and key staff personnel identified in the submittal.

Section II: Consultant Experience

This section shall provide a general description of the experience on projects of similar scope and complexity that the lead consultant and each sub-consultant has managed, designed, provided specialized services, and/or constructed. Up to four (4) projects may be submitted; however, the firm may choose to provide a single project description. Experience relevant to the Project or projects being discussed that the consultant/sub-consultant has gained during the last five (5) years should be highlighted. Cite projects of similar size and scope to that of the advertised Project. Discuss experience in the required disciplines as well as any CM/GC experience.

Section III: Key Personnel and Organization

This section shall address the qualifications of key staff personnel included in the Project team. This section should explain the firm's ability to meet accelerated schedules and to respond to unanticipated changes without compromising sound engineering practices. Staff's unique qualification to meet the requirements of this proposal should also be discussed. Resumes for key staff members may contain up to four (4) projects and shall be included in the Appendix.

Section IV: Project Understanding and Approach

This section shall provide, at a conceptual level, the consultant's understanding of the design elements and approach to successfully deliver the Project by meeting or exceeding the established Project goals. Describe various types of Accelerated Bridge Construction (ABC) that may be applicable to the Project and how they could be employed on the Project and their respective advantages and disadvantages. Also, this section shall include recent evaluation information on TDOT projects, if available. Information on the size of the project and whether it required unlimited status is necessary.

Section V: Project Management and Approach

The objective of this section is to identify an understanding of the management, technical innovation, environmental compliance, maintenance of traffic, scheduling, issues, and risks, as well as the understanding of how the CM/GC process will contribute to the success of the Project, meeting TDOT's goals, and relationships of the team.

Section VI: Appendix

The appendix may contain additional information including but not limited to the TDOT prequalification letter, company brochures, staff resumes, evaluations, other information.

Interview (60 minutes)

The oral interview will be a mandatory part of the selection process. The structure of the oral interview will be as follows:

Presentation (20 minutes)

Summarize the proposal and describe the consultant's ideas and unique resources. This is the part of the interview where the proposer needs to communicate to the selection panel why it should be chosen. What strategies and abilities does the proposer bring to this Project that makes it the best candidate? Limit the presentation to the most critical points of the proposal and focus on what your team can bring to the table and why.

Question and Answer Session with the Selection Panel (40 minutes)

The questions asked in this session will include both standard questions for all proposers and specific questions relative to each proposer's proposal and presentation. The interview presentation and question/answer scoring will be based on the following criteria:

- a) Project Understanding.
- b) Project Approach and Innovations.
- c) Project Management.
- d) Communication Skills.

Evaluation Criteria - Phase II

Proposal package (50 points):

The Proposal package shall be organized into the following five (5) separate sections and appendix properly identified and referenced with bottom center page numbers:

- (a) Section 1 – Introduction (5 pts)
- (b) Section 2 – Consultant Experience (10 pts)
- (c) Section 3 – Key Personnel and Organization (15 pts)
- (d) Section 4 – Project Understanding and Approach (10 pts)
- (e) Section 5 – Project Management and Approach (10 pts)

Interview (50 points)

- (a) Presentation (10 points)
- (b) Question and Answer Session with the Selection Panel (40 points):
 - 1) Project Understanding (10 points)
 - 2) Project Approach and Innovations (10 points)
 - 3) Project Management. (10 points)
 - 4) Communication Skills (10 points)

Phase III Evaluation – Final Selection

From the list of firms determined by the Consultant Evaluation Committee to be the most highly qualified firms to perform the solicited services, the Commissioner will rank the firms.

The Department will negotiate with the firm(s) deemed to be most highly qualified in rank order. Before the invitation of a cost proposal is made, a mutual understanding of the scope of work will be established with the prospective consultant.

Equal Opportunity Commitment

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, sex, creed, age, disability, or national origin.

Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the Department of Transportation. For information on DBE certification, please contact the Civil Rights Office Small Business Development Program at (615)741-3681. Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.

Clay Bright
Commissioner